



STATE OF MICHIGAN

**Family
Independence
Agency**

Memo

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To: **Philip Larson, Director**
Ionia/Montcalm County FIA

Date: **April 22, 2002**

From: **Rita Barker, Director**
Office of Internal Audit

Subject: **Audit of SER Burial Payments**
October 1, 2001 through February 28, 2002
Audit #2002-007

The Office of Internal Audit performed an audit of Ionia/Montcalm County FIA State Emergency Relief (SER) payments for burial services for the period October 1, 2001 through February 28, 2002. We selected the population of 19 payments, and reviewed the casefiles and documentation in the accounting office to determine if a properly completed Authorization/Invoice (FIA-849) and Application (FIA-1171), and a bill or invoice from the funeral home and/or cemetery were on file, and if the file contained evidence that the worker verified that the deceased clients had no other assets that could be used to pay for the burial expenses. Our audit was conducted in accordance with Standards for the Professional Practice of Internal Auditing, issued by the Institute of Internal Auditors.

The following is the result of our review:

1. One case was transferred to another county.
2. One case did not have a bill from the funeral home, and the payment was made at the previous rate instead of the current rate of \$1114.00.
3. One case a local office payment was made for \$150 to increase the rate from \$1310 to \$1460.
4. One case had assets of \$210 of, which was not included in the calculation of FIA's payment.
5. One case was a payment made for a homeless person with no family, and FIA paid the funeral directors with memorial service rate of \$710, instead of \$289 for services without a memorial service.

We found that the required forms and documentation were in the casefiles or on file in the Accounting office for the remaining 14 payments.

We thank your staff for their cooperation during our audit.